AR10 - RECORD ACCOUNTS RECEIVABLE REVENUE

Source Document: Departments Invoice for Revenue Income

Module: Accounts Receivable (AR)

Role: AR Item Processor

Departments prepare invoices for reimbursement, revenue and other income. Revenues are typically the proceeds collected from taxes, licenses, fees, or investment earnings and provide the major source of state government financing.

Revenue invoices that are generated from the Billing Module are automatically created as receivables in the AR Module. Invoices that are generated outside of FI$Cal will be entered as in the AR Module by the AR Item Processor.

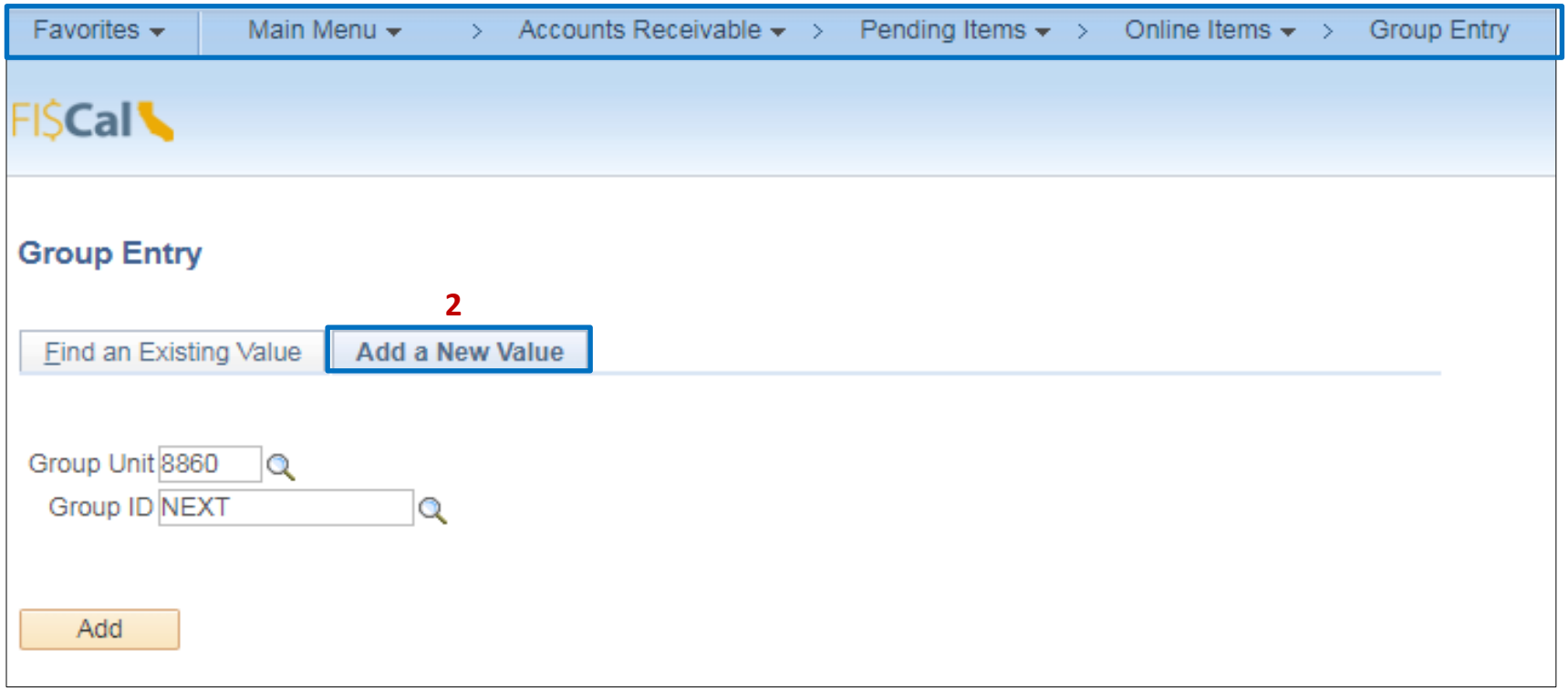
In this example, the AR Item Processor is posting an invoice generated outside of FI$Cal.
Before posting the invoice, the AR Item Processor has to verify if the customer account (Customer ID number) is set up. To create a customer, see instructions in AR8 – Create Customer for Non-Employee. If the customer is a state agency, submit a request to the FI$Cal Service Center so the customer can be established for statewide use. If this is an external customer, the department will set it up.

The **AR Item Processor** will post an accounts receivable by creating an Item. Steps are:

1 - Navigate to Accounts Receivable>Pending Items>Online Items>Group Entry

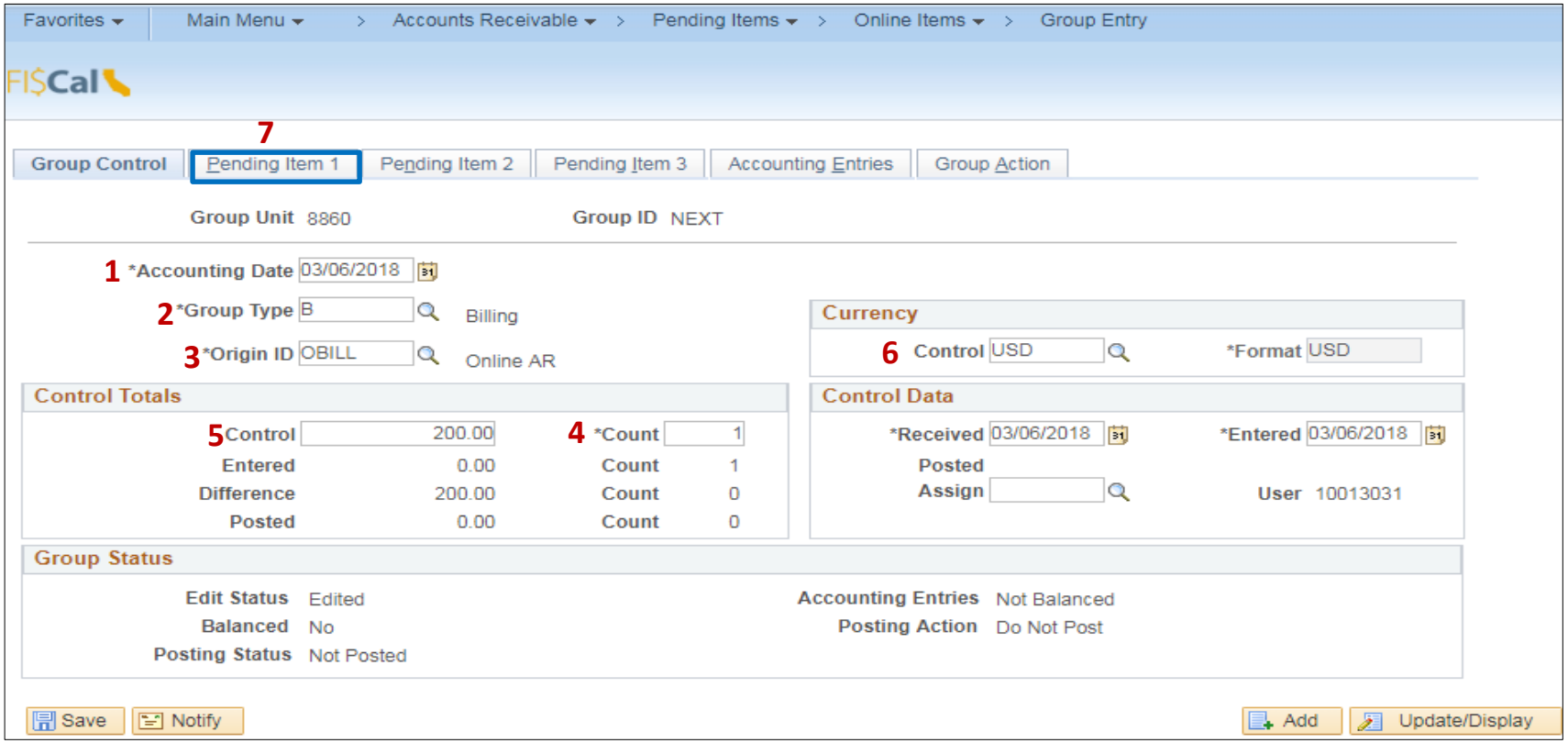
2 - Enter your Business Unit in the **Add a New Value** tab

3 - Click Add



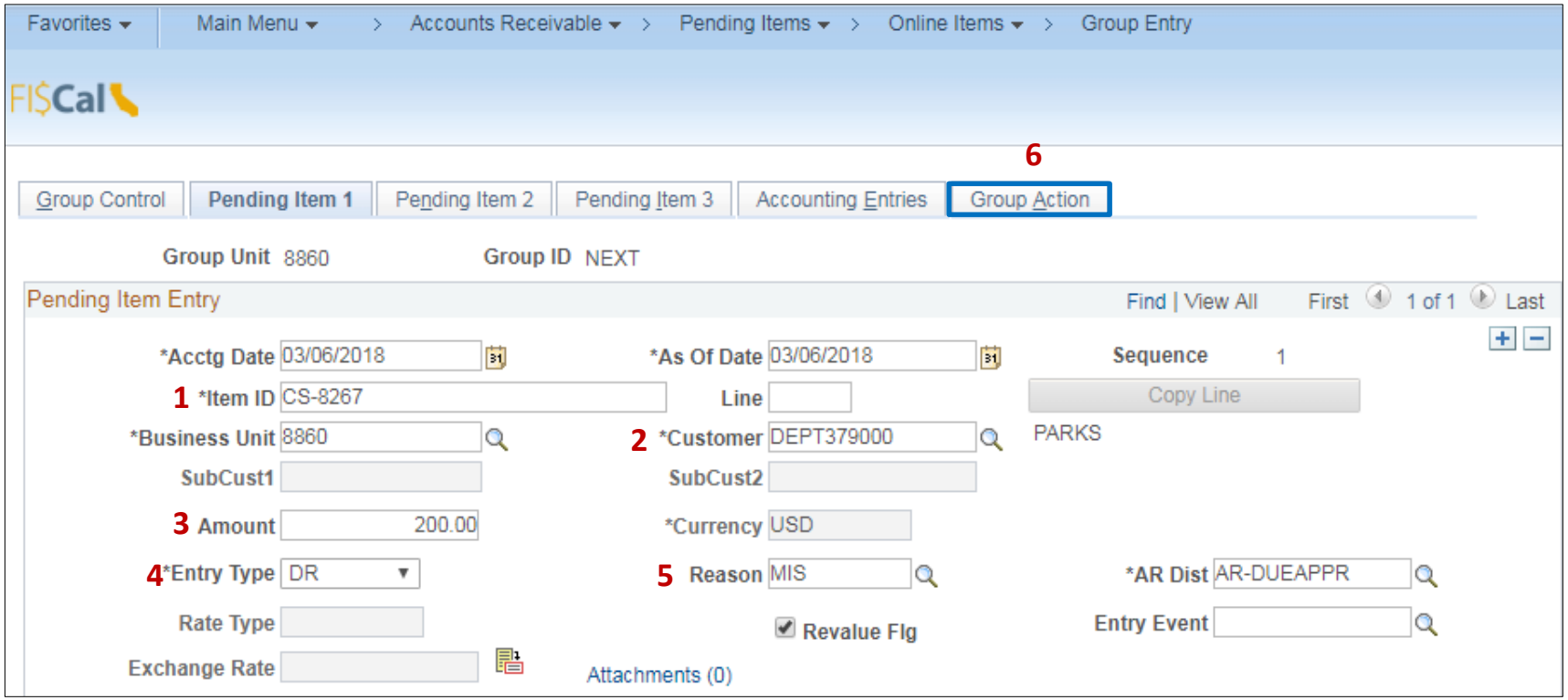
The **AR Item Processor** will create the **Group Control.** Steps are:

1 - Enter the date of the invoice
2 - Enter B for Group Type
3 - Enter OBILL for Origin ID
4 - Enter the total of the batch
5 - Enter the count of the batch
6 - Enter USD for the Currency Control
7 - Click on the **Pending Item 1** tab to enter the accounts receivable item



The **AR Item Processor** will create the Accounts Receivable Item in the **Pending Item 1** tab**.** Steps are:

1 - Enter the Item ID by using the invoice number
2 - Enter Customer ID number
3 - Enter the amount of the item
4 - Enter DR for positive AR
5 - Enter MIS for Reason (Depending upon your department's configuration, you may need to change the AR Distribution Code. For Finance, we identify MIS for AR-Revenue. Since this is a Due From Other Appropriation, we use reason Code MIS but changed the AR Distribution to AR-DUEAPPR
6 - Click on **Group Action** tab to verify if the batch is balance

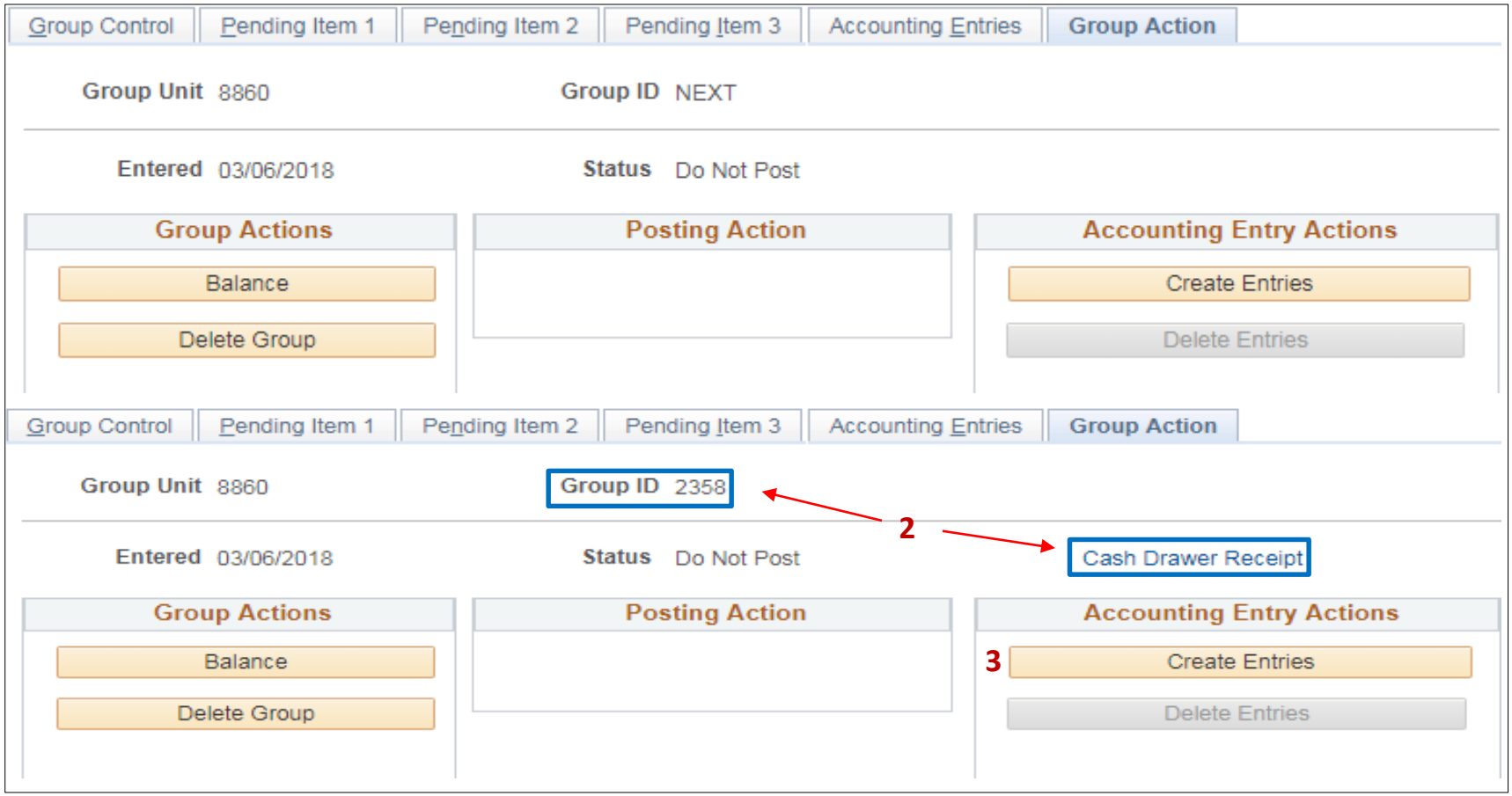


The **AR Item Processor** will verify if the batch is in balance in the **Group Action** tab. Steps are:

1 - Click Balance

2 - If the batch is in balance the **Cash Drawer Receipt** notice and **Group ID number** will appear. If not, an error message will appear and the AR Item Processor will need to correct the error.

3 - Click **Create Entries** to bring you to the **Accounting Entries** tab



The **AR Item Processor** will post the accounting entries in the **Accounting Entries** tab. Two lines will populate in the Distribution Lines, User and AR line.

Fill in the **User Li**ne with the appropriate chartfield values. Steps are:

1 - The amount is already populated

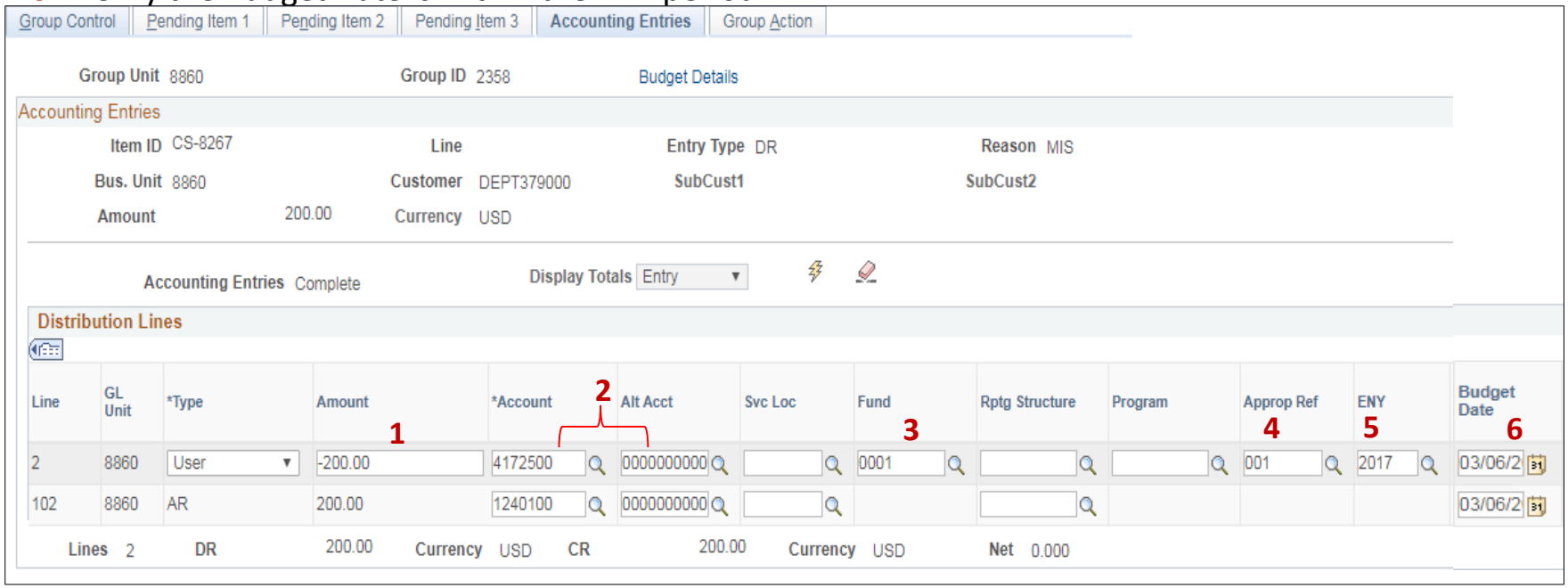
2 - Change Account (4143500 is the defaulted account). Prior to changing the account, delete the Alt Acct value first. Delete the Account value and change to the appropriate revenue account. In our example, the appropriate revenue account is 4172500. Click in Alt Account to automatically populate. Enter additional chartfields as appropriate for your department.

3 - Enter Fund

4 - Enter Appropriation Reference

5 - Enter ENY

6 - Verify the Budget Date is within the ENY period

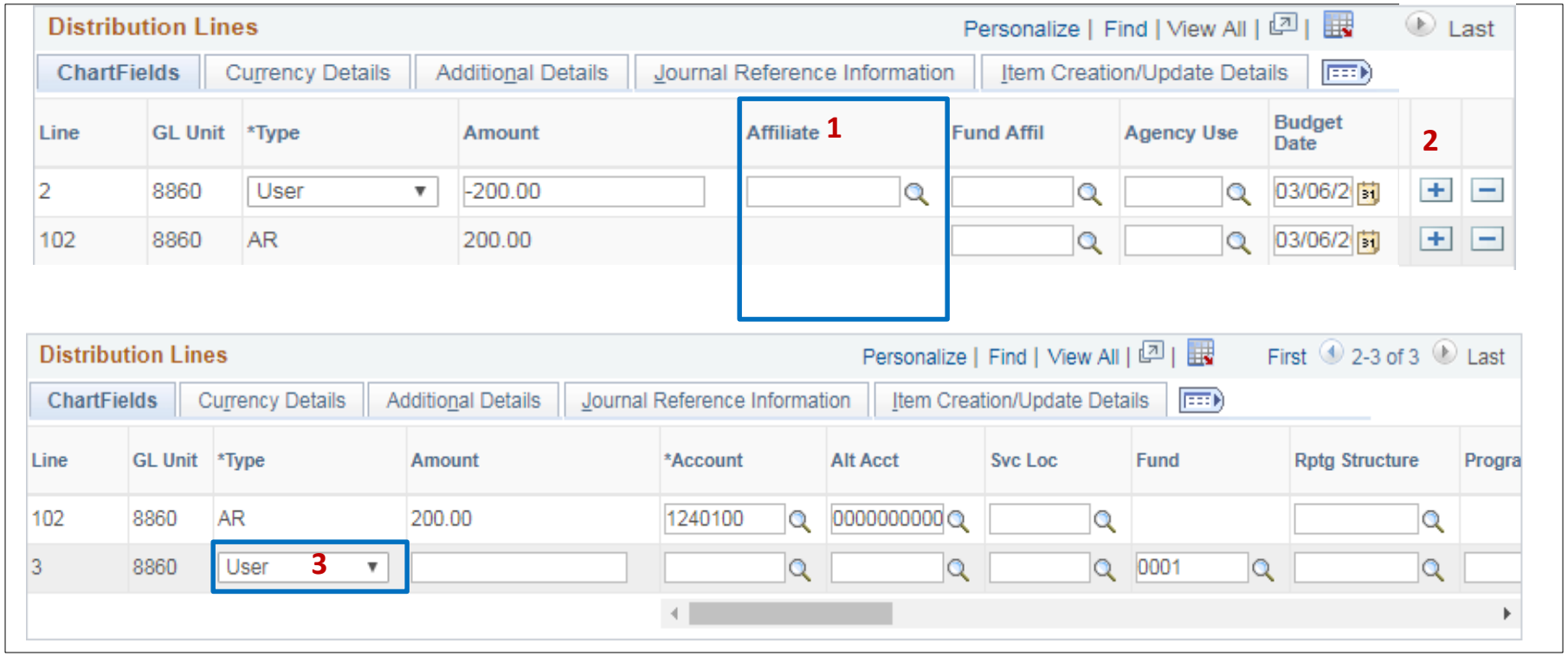


Fill the **AR Line** with the appropriate chartfield values. Steps are:

1 - The AR line should include the Affiliate and Fund Affiliate to identify the Due From information. However, since the Affiliate field is blocked off, the AR Item Processor will need to add a line by copying the User line

2 - On the User line, click the **+** button to insert a line. Click View All to see all lines

3 - The new line (line 3) will default to Type: "User". Change the Type from User to "AR". See line 3 on page 9



3 (cont'd) The AR Item Processor continues to populate the ChartField values on the newly inserted line 3

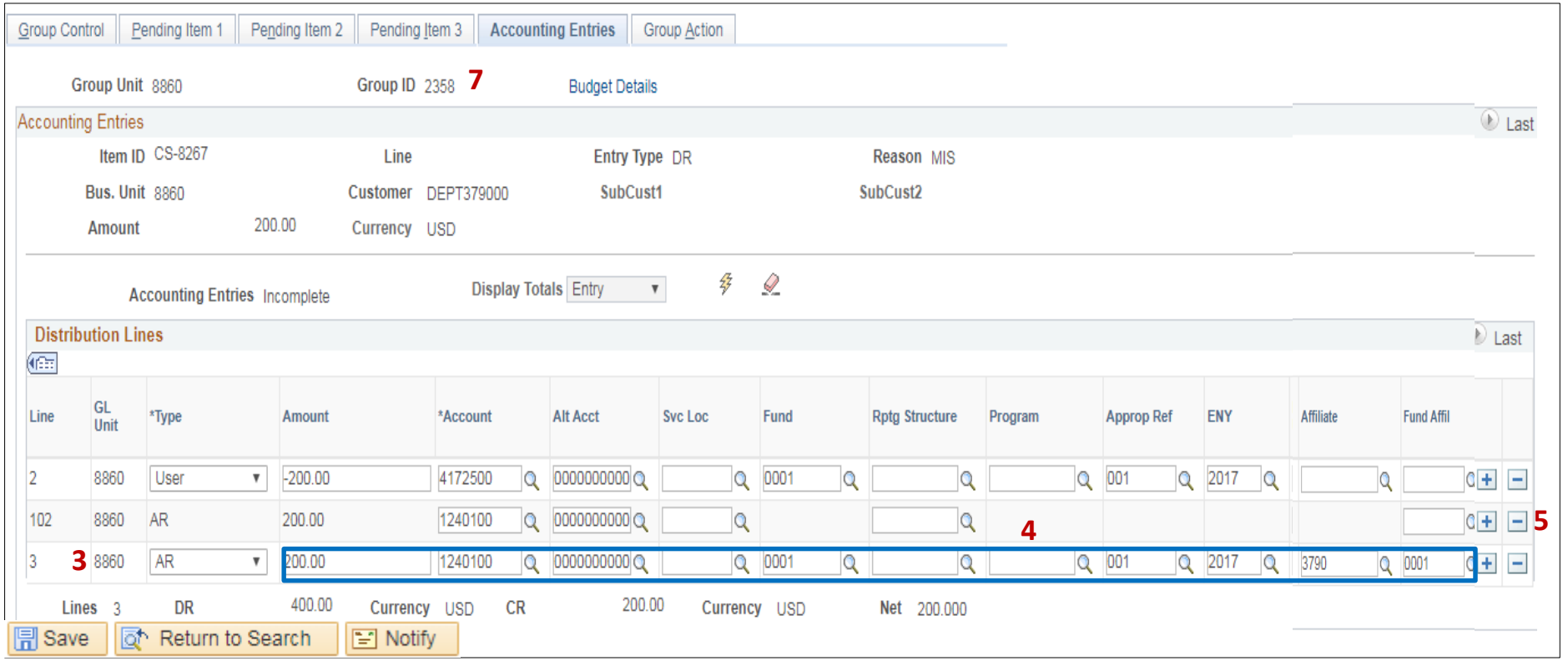
4 - Enter the amount, account, ENY, affiliate, and fund affiliate. The rest of the ChartField values are automatically populated when you copied the User line

5 - Delete the original AR line (line 102) by clicking the minus sign at the end of the line (this is the line where the affiliate field is blocked for entering a value)

6 - Click Save

7 – Note the Group ID number on the source document

8 - Submit supporting documents with the Group ID number to the AR Item Approver



The **BI/AR Approver** will approve the Item

See AR11 - Approve AR – Reimbursement/Revenue